

# CONTINUING EDUCATION REQUIREMENTS FOR MICHIGAN PHARMACY TECHNICIANS

Authority: Public Act 368 of 1978, as amended  
This form is for information only

This document has been developed to explain the requirements and the license renewal process for every Pharmacy Technician licensed to practice in Michigan.

Effective March 16, 2016 continuing education is required for Pharmacy Technicians. Beginning with the renewal period ending June 30, 2017, and all renewal periods thereafter, licensees will be required to complete continuing education to qualify for renewal.

The Michigan Public Health Code and board administrative rules require every Pharmacy Technician that has been licensed for two or more years before the renewal date to have completed training in identifying victims of human trafficking and to have completed one of the following: earned 20 hours of continuing education in courses or programs approved by the Board during the 2-year period prior to the date of renewal of the license or have completed a proficiency examination as specified by the administrative rules. A licensee that has been licensed for more than one year but less than two years before the renewal date is required to have completed training in identifying victims of human trafficking and to have completed one of the following: earned 10 hours of continuing education in courses or programs approved by the Board.

Pursuant to this requirement, the Board of Pharmacy has promulgated rules to establish specific criteria for the Board's approval of continuing education courses and programs.

## **REQUIREMENTS FOR RENEWAL**

The continuing education requirements apply to every Pharmacy Technician renewing a Michigan license that held the license for the 2-year period immediately preceding the date of the license renewal. The requirements apply whether or not the Pharmacy Technician is actively practicing. No one is exempt from this requirement.

Each Pharmacy Technician that has been licensed for two or more years before the renewal date must have earned 20 hours of continuing education in courses or programs approved by the board or have completed a proficiency examination.

In order to satisfy the continuing education requirement for renewal based on completing continuing education courses or programs, an individual must have completed 20 hours of continuing education courses or programs approved by the board including 1 hour of continuing education in pain and symptom management relating to the practice of pharmacy, 1 hour of continuing education in patient safety, 1 hour of continuing education in pharmacy law and 17 hours of continuing education in any combination of the following subjects: medication or drug distribution; inventory control systems; mathematics and calculations; biology; pharmaceutical sciences; therapeutic issues; pharmacy operations; pharmacology, drug therapy or drug products; preparation of sterile products; prescription compounding; drug repackaging; patient interaction or interpersonal skills and communication. No more than 12 hours of continuing education credit may be earned during a 24-hour period. Credit for a continuing education program or activity that is identical to a

program or activity that the licensee has already earned credit for during the renewal period shall not be granted. At least 5 of the continuing education credits shall be earned by attending live courses, programs or activities that provide for direct interaction with instructors, peers, and participants, including but not limited to lectures, meetings, symposia, real-time teleconferences or webinars, and workshops.

In order to satisfy the continuing education requirement for renewal based on completing a proficiency examination, an individual must have completed one of the following:

- 1) Passed the pharmacy technician examination given by the Pharmacy Technician Certification Board or the National Healthcareer Association.
- 2) Passed a nationally recognized pharmacy technician certification examination that covers the following topics: job descriptions; pharmacy security; commonly used medical abbreviations; routes of administration; product selection; final check by pharmacists; guidelines for the use of pharmacy technicians; pharmacy terminology; basic drug information; basic calculations; quality control procedures; state and federal laws and regulations regarding pharmacy technician duties; pharmacist duties; pharmacy intern duties; prescription or drug order processing procedures; drug record-keeping requirements; patient confidentiality; pharmacy security and drug storage.
- 3) Passed an employer-based training program examination that is approved by the board, has a minimum of 100 questions and covers the following topics: job descriptions; pharmacy security; commonly used medical abbreviations; routes of administration; product selection; final check by pharmacists; guidelines for the use of pharmacy technicians; pharmacy terminology; basic drug information; basic calculations; quality control procedures; state and federal laws and regulations regarding pharmacy technician duties; pharmacist duties; pharmacy intern duties; prescription or drug order processing procedures; drug record-keeping requirements; patient confidentiality; pharmacy security and drug storage.

Each Pharmacy Technician that has been licensed for more than one year but less than two years before the renewal date must have earned 10 hours of continuing education in courses or programs approved by the board.

Every Pharmacy Technician who is renewing his/her license shall retain records documenting the completion of continuing education. Those documents should be retained for a period of 3 years from the date of application.

**DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS** along with the license renewal application. The Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing will conduct an audit, at the conclusion of each renewal period. Pharmacy Technicians chosen for audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of continuing education credit.

**DO NOT RENEW YOUR LICENSE IF YOU DO NOT HAVE THE REQUIRED HOURS OF CONTINUING EDUCATION CREDITS.**

A Pharmacist Technician who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

**Sponsors are required to provide certificates or letters of attendance that include the name of the sponsor, the name of the program, the name of attendee, date of program, approval number as assigned by department (if applicable), signature and title of person responsible for attendance monitoring, and number and type of hours attended. Further information about programs with accredited sponsorship may be obtained by contacting the accredited sponsor.**

### **REQUIREMENTS FOR RELICENSURE**

**“Relicensure” means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.**

**ALL RELICENSURE APPLICANTS MUST HAVE COMPLETED, IN THE 2-YEAR PERIOD IMMEDIATELY PRECEDING THE APPLICATION FOR RELICENSURE,** 20 hours of continuing education in courses or programs approved by the board or have completed a proficiency examination.

### **ACCEPTABLE CONTINUING EDUCATION; LIMITATIONS**

Rule 13. Continuing education for pharmacy technicians that is offered or approved by any of the following providers meets the requirements of R 338.3661(1):

(a) A pharmacy technician educational program that has been approved pursuant to R338.3655.

**If audited, the licensee must submit a letter from program director.**

(b) Another state board of pharmacy.

**If audited, the licensee must submit a letter from state board.**

(c) A program approved by the Accreditation Council for Pharmacy Education (ACPE).

**If audited, the licensee must submit a copy of a letter or certificate of completion showing licensee’s name, number of continuing education hours earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date on which the program was held or activity completed.**

(2) A continuing education provider that is not pre-approved under subrule (1) of this rule may be approved by the board.

**If audited, the licensee must submit a copy of certificates or letters of attendance that include the name of the sponsor, the name of the program, the name of attendee, date of program, approval number as assigned by department, signature and title of person responsible for attendance monitoring, and number and type of hours attended.**

**Completion of the required continuing education activities must be independently verified by an official source other than the licensee.**

### **RENEWAL PROCEDURES**

Pharmacy Technician licenses are renewed every 2 years by June 30. Submission of the renewal application form certifies that the requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted. Licenses can be renewed during the sixty-day grace period after completion of continuing education requirements, with the renewal fee and the additional \$20.00 late fee. If a waiver is necessary, an application should be made after the licensee receives the renewal application in early May, but before the license expires on June 30. Licensees who have not been granted waivers should allow their licenses to expire. Application for relicensure may be made upon completion of the continuing education requirement within the 2-year period immediately preceding the date of the application for relicensure

Information, forms and instructions for obtaining Board approval can be obtained from the Public Health Code Section of the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing.

### **CONTINUING EDUCATION WAIVERS**

The Michigan Public Health Code authorizes the Board of Pharmacy to waive the continuing education requirements for a license renewal applicant if, upon written application, the Board finds the failure of the licensee to attend the required board-approved courses or programs was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the board considers good and sufficient. Pursuant to this authority, the Board has promulgated guidelines that set forth the policy the Board will follow in granting a waiver. The guidelines provide for the following: **DISABILITY:** The licensee's disability shall have been temporary in nature and the licensee's physician shall attest on the application that the disability no longer prevents the licensee from attending educational programs and engaging in the practice of Dentistry without limitation.

**MILITARY SERVICE:** The licensee shall have been practicing Dentistry while in active service of the United States, shall have been licensed at the time of induction or entering into service, and shall have requested that his or her license be placed in military status to continue in effect without payment of the license renewal fee pursuant to Section 16196 of the Public Health Code.

**ABSENCE FROM THE UNITED STATES:** The licensee shall establish that board-approved educational programs were not available within a reasonable distance from which the licensee was located and the licensee shall provide evidence of attendance at educational programs that substantially meet the requirements for approval by the Board.

**OTHER CIRCUMSTANCES BEYOND LICENSEE'S CONTROL:** For circumstances, other than disability, military service, or absence from the continental United States, the licensee shall submit compelling evidence that the circumstances were good and sufficient for a waiver of the requirements.

If the Board finds that any of the conditions for waiving the requirements have been met, the number of hours waived shall be proportional to the length of time the licensee was temporarily disabled, in active military service, outside the continental United States, or involved in circumstances beyond the licensee's control. The Board will not waive the requirements prospectively, nor will the requirements be waived for a licensee whose circumstances changed in time to reasonably allow the licensee to complete all or part of the requirements before license renewal.

To summarize:

- \* Pharmacy Technicians must have earned 20 hours of continuing education in courses or programs approved by the board or have completed a proficiency examination during the 2-year period prior to the date of renewal of the license.
- \* Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- \* Failure to complete the CE requirement is considered a violation of the Public Health Code.

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs know to this agency.